

# International Fee Policy 2023/24

Policy Details	
<b>Policy Owner</b>	Vice Principal: Student Services & Support
<b>CE Sponsor</b>	Principal and CEO
<b>Date created</b>	19/06/2023
<b>Version</b>	1
<b>Approved by</b>	College Executive 05 July 2023
<b>Date fully approved</b>	Finance and Resources Committee 17 July 2023
<b>Date to be reviewed</b>	July 2024

## Equality Impact Assessment Tool

Name of Policy: International Fee Policy 2023/24

		Yes/No	Comments
1	<b>Does the policy/guidance affect one group less or more favourably than another on the basis of:</b>		
	Race or ethnicity	No	
	Disability	No	
	Gender	No	
	Religion or belief	No	
	Sexual orientation	No	
	Age	Yes	Policy only applies to those over 18 as 16-18 year olds are subject to alternative funding arrangements. No favourable treatment / detriment.
	Marriage and Civil Partnership	No	
	Maternity and Pregnancy	No	
	Gender Reassignment	No	
2	<b>Is there any evidence that some groups are affected differently?</b>	No	
3	<b>If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?</b>	N/A	
4	<b>Is the impact of the policy/guidance likely to be negative/</b>	No	
5	<b>If so, can the impact be avoided?</b>	N/A	
6	<b>What alternatives are there to achieving the policy/guidance without the impact?</b>	N/A	
7	<b>Can we reduce the impact by taking different action?</b>	N/A	

<b>Summary of changes:</b>	<p>The main changes are:</p> <ul style="list-style-type: none"> <li>• All reference to 'overseas' changed to 'international'</li> <li>• Top of page 4 Support for Dyslexia section – wording changed to incorporate all SEND needs. Assessment fee increased from £350 to £400.</li> <li>• Link on page 5 to Home Office website updated</li> </ul>
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## Introduction

Information in the policy applies to applicants, aged 18 years and over, who will be applying to study at Colchester Institute and hold or will apply to enter the UK on a student visa or a short-term study visa under the UK Home Office System.

The payment methods have been set in accordance with our duties as Highly Trusted Sponsors and are non-negotiable. International students who do not require a visa to study at Colchester Institute must read the Further Education Fee Policy 2023/24 or the Higher Education Fee Policy 2023/24 which can be found [here](#)

### Full-time International fees 2023/24

An example of courses you can study at Colchester Institute are below, but applicants are advised to check on the Colchester Institute website for further information about additional courses that are available:

- a full-time course leading to [a qualification that's below degree level \(RQF level 3, 4 or 5\)](#) with at least 15 hours a week of organised daytime study
- a full-time course leading to [a qualification that's degree level or above \(RQF level 6, 7 or 8\)](#)

Further Education (FE) (minimum NQF Level 3)	£6000 per academic year
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Higher Education (HE) (e.g. Bachelor Degree courses and above)	£8250 per academic year
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#### Included in the tuition fees:

- Issuing Confirmation of Acceptance for Studies number (CAS) to use for your visa application

Or:

- Confirmation offer letter for a short-term study visa
- Award body fees where collected by Colchester Institute
- Career guidance during and immediately following your course of study to provide advice on further studies and finding part-time work during your studies
- Confirmation letters to support opening bank accounts in the UK
- Use of Library and IT facilities
- Course books for English Language courses
- (There may be a small charge for books in other course areas)

## Support for Special Educational Needs and Disabilities (SEND)

Students requesting an assessment for any type of SEND, such as dyslexia, will be interviewed first and then offered a short assessment which will cost the student approximately £400.

In the event that a student is confirmed as having a SEND need, reasonable adjustments will be put in place in accordance with the Colchester Institute Exam Access Arrangements Policy 2023/24. Reasonable adjustments could include, but are not limited to, extra time for exams and use of extra cover sheets with assignments. These may incur an additional charge.

For further information please email: [international@colchester.ac.uk](mailto:international@colchester.ac.uk)

## Advance payment of Tuition Fees

Students made an 'unconditional offer' will be required to pay full fees in advance to confirm their place on the course, they will also be required to provide evidence of their bank statements showing the minimum funds to meet the financial requirements for the student visa before a CAS certificate is issued.

Further Education tuition fee payment is: £6000  
Higher Education tuition fee payment is: £8250

Please note: You must apply for your visa within 6 months of receiving your CAS if you are applying from outside the UK. If you are applying from inside the UK the earliest you can apply is 3 months before the course starts.

## Preventing Hardship

To prevent financial hardship students must not travel to the UK, or begin a course of study, without making sure that they have enough money to cover all tuition fees and living expenses for the duration of their programme. The Admissions team at Colchester Institute will need to see evidence of your bank statements to confirm you meet the financial requirements for the student visa before a CAS is issued.

Under the UK Home Office policy all students studying outside London must show the following financial evidence when supplying their visa:

<b>Tuition Fees for full-time Further Education (FE)</b>	£6000
Accommodation and Living Costs for 9 months (£1023 per month) *	£9207
<b>TOTAL</b>	<b>£15207</b>

<b>Tuition Fees for full-time Higher Education (HE)</b>	£8250
Accommodation and Living Costs for 9 months (£1023 per month) *	£9207
<b>TOTAL</b>	<b>£17457</b>

\*This may not apply in all cases, further information can be found at:

<https://www.gov.uk/guidance/financial-evidence-for-student-and-child-student-route-applicants>

When providing evidence of finances to either the British Embassy in the student's home country or in the UK, you can use money held in an account owned by you or by your parent(s) or legal guardian(s). You will need to show evidence that you are related to your parent(s)/Legal Guardian(s) and that you have permission to use the money. Please check the guidance policy at, <https://www.gov.uk/guidance/financial-evidence-for-student-and-child-student-route-applicants> for clarification on the evidence required when using your parent/guardian accounts. The required money has to be held in the bank account consecutively for 28 days. The end date of the 28-day period must be within 31 days of the date you apply for your visa and the bank statement used as proof must reflect this.

The guide on financing your studies is the minimum requirement for making your student visa application.

For information on family members coming to the UK as dependants please visit: <https://www.gov.uk/student-visa/family-members>

Colchester Institute cannot financially support any student or any dependants who have been assessed as 'international' fees. It is the student's responsibility to make sure they have enough money to pay for their course and the maintenance for themselves and their family.

## Visa Extensions

You will need to come and speak to the Admissions and Curriculum Support Team Leader at least **3 months** before your visa is due to expire. For more details, or to make an appointment please e-mail: [international@colchester.ac.uk](mailto:international@colchester.ac.uk).

Alternatively, you can visit the UK Home Office website for more information:

<https://www.gov.uk/student-visa>

## Refunds

In cases of proven visa refusal – for example on production of a visa refusal letter from the UK Home Office – you can apply for a refund of your tuition fees. Other applications for refunds will be considered individually and will only be accepted in exceptional circumstances. **All refunds must be requested within 1 month from the start date of the course, any refunds requested after this time will not be accepted.**

An administration charge of £300 will be retained to cover administration costs for all international fee-paying students.

Refunds will be made directly to the bank account of the individual who made the initial tuition fee payment.

Information published in this policy is correct at the time of printing; Colchester Institute reserves the right to amend information as and when necessary. Colchester Institute will not take responsibility for any changes that may result in students having to cease their studies.